

## Quick Start Guide

New to PowerPoint 2016 or upgrading from a previous version? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

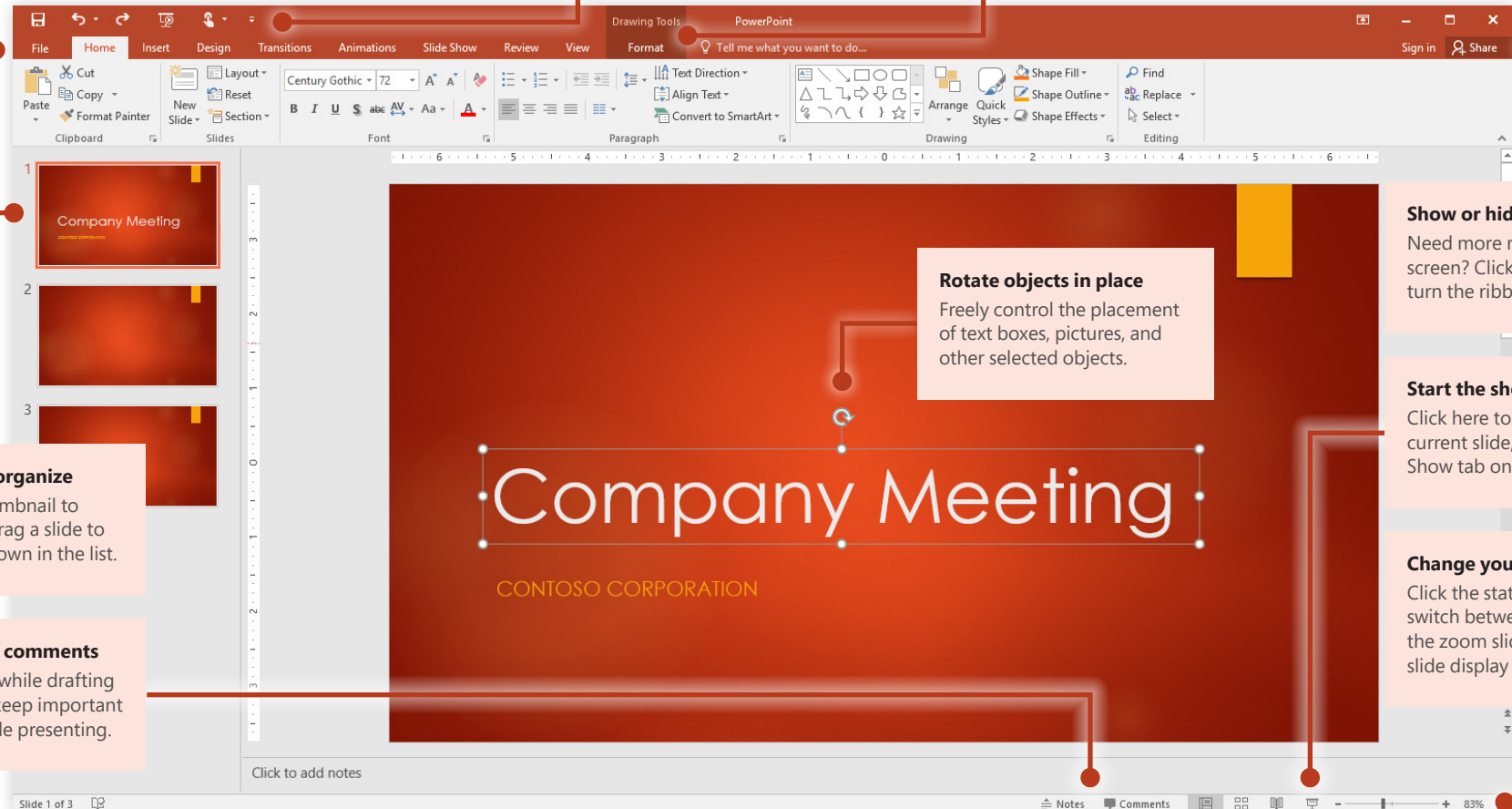
See what PowerPoint 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

### Discover contextual commands

Select text boxes, pictures, or other objects in a presentation to reveal additional tabs.

### Share your work with others

Sign in with your cloud account if you want to share your work with other people.



### Navigate and organize

Click a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

### Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

### Rotate objects in place

Freely control the placement of text boxes, pictures, and other selected objects.

### Show or hide the ribbon

Need more room on your screen? Click the arrow to turn the ribbon on or off.

### Start the show

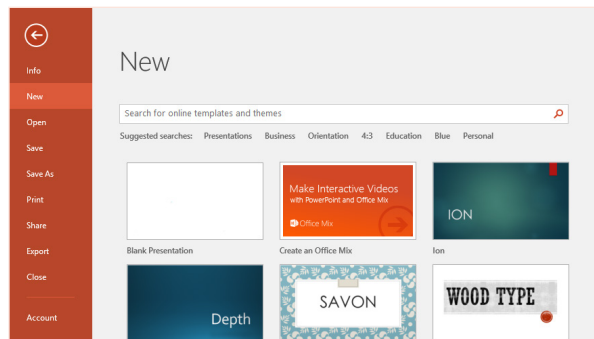
Click here to present from the current slide, or click the Slide Show tab on the ribbon.

### Change your view

Click the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

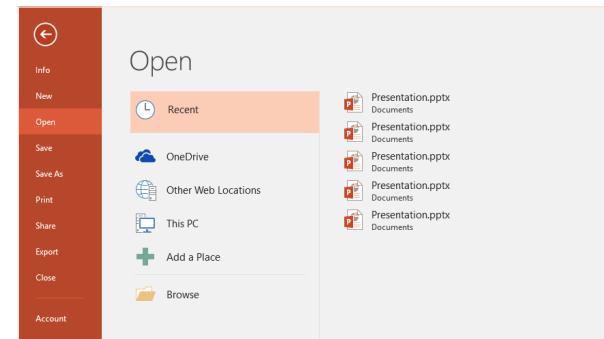
## Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. Click **File > New**, and then select or search for the template you want.



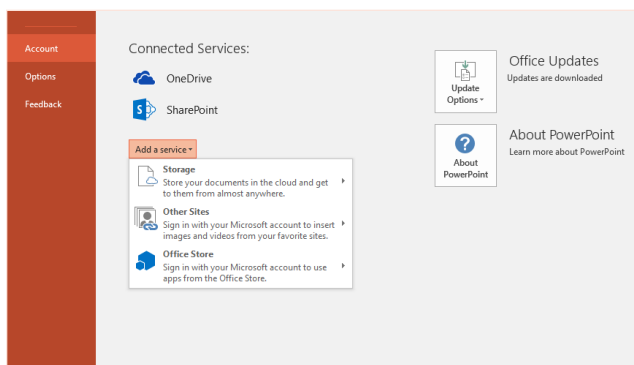
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, clicking **File > Open** takes you to your recently used presentations and any files that you may have pinned to your list.



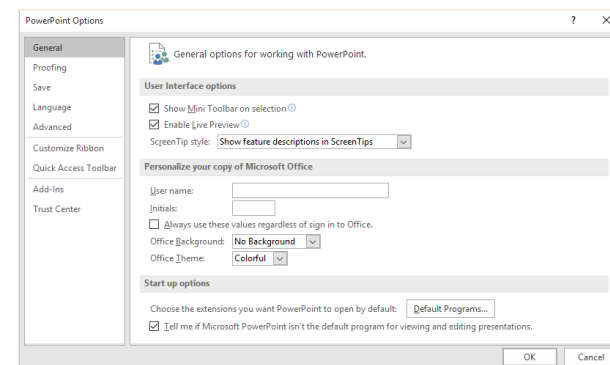
## Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



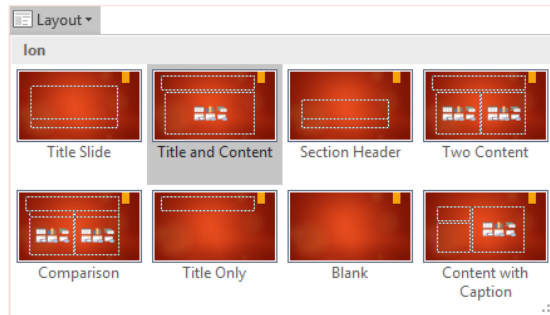
## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up PowerPoint 2016 the way you want.



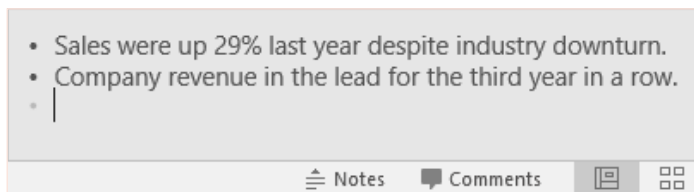
## Change your layout

Good presentations adapt their structure to the points that are being presented. Switch things around on the fly to make them fit — literally or figuratively. On the **Home** tab, click **Layout**, and then browse through the available options. New slides will adopt your current choice, which you can just as easily replace with a new one.



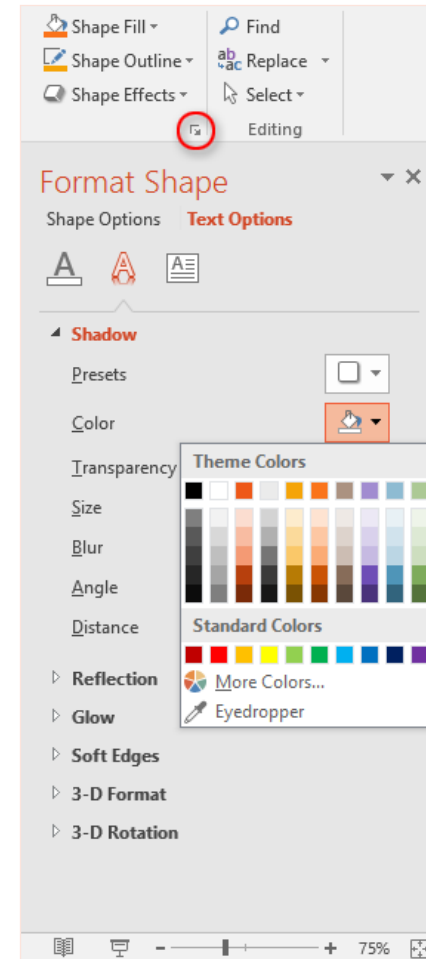
## Keep slide notes handy

The cornerstone of any good factual presentation is the data that backs up your points. Avoid overwhelming your audience by front-loading every detail in your deck; instead, keep important facts and figures in the **Notes** pane for easy lookup — either while you rehearse, or in the heat of the moment.



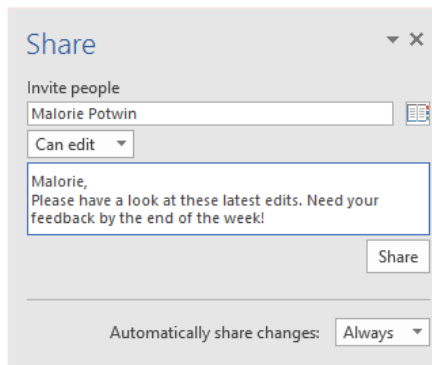
## Format shapes with precision

Achieve precise picture, shape, and object formatting with the comprehensive formatting tools in PowerPoint. Start by making a selection on your current slide. On the **Home** tab, in the lower right corner of the **Drawing** ribbon group, click the **Format Shape** button to open the task bar.



## Share your work with others

To invite others to view or edit your presentations in the cloud, click the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



## Get other Quick Start Guides

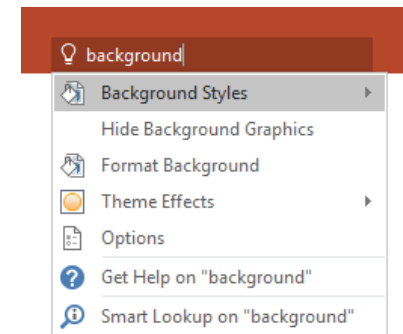
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If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## Get help with PowerPoint

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to find the PowerPoint features and commands that you're looking for, read our online **Help** content, or perform a **Smart Lookup** on the Web.



## Send us your feedback

Love PowerPoint 2016? Got an idea for improvement? Click **File > Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the PowerPoint development team.

